

Comprehensive guideline for Preparation of Site for the District Courts and Subordinate Courts.

In the wake of several enquiries received from all over the country both on technical and administrative a certain changes have been suggested and some added clarifications are provided by the Department of Justice and NIC, New Delhi. Accordingly, a revised and comprehensive guideline for both Civil & Electrical Work for the Judicial Service Center (JSC) and Computer Server room (CSR) is prepared for which necessary details are given below: -

- **There will be only one counter at JSC where no. of courts in a complex are upto five.**
 - **There will two counters at JSC where no. of courts in a complex are more than 5 but less than ten.**
 - **There will be three counters at JSC where no. of courts in a complex are more than ten.**
1. On an average Rs. 2.5 lakh per site (Civil & Electrical works) is the approximate limit.
 2. **For power backup (UPS, DG sets), ACs with 4 KVA Stabiliser and LAN separate funds will be provided and therefore, the estimate should NOT be given for those items AT THIS STAGE.**
 3. All power distribution boards including those required for the Court Rooms, Judges Chamber, Payroll section, Administrative and Computers sections and the Network Switches besides CSR and JSC (as per the following specification) are to be projected and included in this estimate.
 4. The High Court level committee will monitor the site preparation in the State from time to time.

General guidelines suggested as minimum

A. (Judicial Service Center (JSC))

There will be only one counter at JSC where no. of courts in a complex are up to five.
There will be two counters at JSC where no. of courts in a complex are more than 5 but less than ten.
There will be three counters at JSC where no. of courts in a complex are more than ten.

B. Computer Server Room(CSR)

CSR not required (where no. of court in a complex is ONE)
CSR required (where no. of courts in a complex are more than ONE)

C. Hardware Distribution Plan

Computer Server

There will be 2 nos. of servers where no. of courts in a complex is more than one.

Desktops/Thin Client/Printers

1. There will be 4 nos. of Desktops or Thin client systems or combination of both (hereafter referred as workstations) and 3 nos. of printers per court.

Out of which:

- There will be 3 nos. of workstations per court (1 with reader, 1 with steno, 1 with Peskar/Munsirin/Aalhmah etc.) and 2 nos. of printers per court (Reader, Steno, Peskar/Munsirin/Aalhmah etc. on sharing basis over local area network)
- There will be counter wise workstations and printers in Judicial Service Center as per 'A'.

AND

- Remaining Workstations & printers will be distributed for general purpose such as payroll section, administrative and computers sections etc.

D. **Electrical Board(EB) means:** An electrical board having 4 nos. of 5 Amps switches and sockets.

1. There will be 4 nos. of electrical boards per court. (one for each computers)
2. There will be 1 no. of electrical boards in Judges Chamber. (one for each laptop)
3. There will be counter wise electrical boards in JSC as per 'A'.
4. There will be at least two sets of electrical boards in each computer server room.
5. Provision of Electrical boards for Local Area Network switches wherever switches are likely to be installed.

Air Conditioner (1.5 Ton) with 5 KVA Voltage) Stabilizers

It is proposed to install Air Conditioner(s) in server room.

Judicial Service Center and Computer Server Room (Civil & Electrical Work)

I. Court complexes having single court. No Server Room

Civil works

1. Judicial Service Center Counter with aluminum grill with glass : 1 No.

- Aluminum window made out of standard aluminum extruded sections of medium weight, fully fixed as per design complete with 5mm thick Plain glass foxed with EPDM gaskets over fabrication over aluminum grill of 6 Square bars @6" c/c both ways.
- P/F 19 mm thick white marble top counter with edge moldings.
- Letters and logo of approved shade and pattern.

2. Supply and installation of computer chairs as per approved make : 2 Nos.
3. Painting of the room including door, windows and grills. Distempering with oil bound washable distemper of approved brand and manufacturer for giving an even shade(two or more coats)

Electrical Work

- An electrical board having as defined at “D” : 1 No.
- Mirror Optic twin tube light fitting : 2 Nos.
- Copper Plate earthing
- All the wiring should be of 3/20 copper wire for computers and lights etc. and 7/20 for air conditioner, server and UPS.
- A 6 way MCBDB for UPS boards.
- Earthing wire should be of 1/18 copper wire.
- Ceiling fans : 1 No.

Court complexes having two to five courts.

Civil Works

1. Judicial Service Center Counter with aluminum grill with glass :1 Nos.
 - Aluminum window made out of standard aluminum extruded sections of medium weight, fully fixed as per design complete with 5mm thick Plain glass foxed with EPDM gaskets over fabrication over aluminum grill of 6 Square bars @6” c/c both ways.
 - P/F 19 mm thick white marble top counter with edge moldings.
 - Letters and logo of approved shade and pattern.
1. Aluminum partition with door is to be provided to enclose an area of about 100 Square feet out of bigger available space if required.
2. Painting of the room including door, windows and grills. Distempering with oil bound washable distemper of approved brand and manufacturer for giving an even shade (two or more coats).
3. Almirah-P/F up to 600mm deep wooden cabinet, shutter with necessary fitting such as hinges, tower bolt, handle etc.
4. Venetian blinds for sun facing windows
5. Supply and installation of computer chairs as per approved make : 4 Nos.
(2 in JSC & 2 in CSR)
6. Supply and installation of computer tables as per approved make : 1 No.
(For CSR)
7. Fire Extinguisher for CSR : 1 No.

Electrical Work

- An Electrical board having as defined at “D” (2 in JSC & 4 in CSR) : 6 Nos.
- Mirror Optic twin tube light fitting (2 in JSC & 2 in CSR) : 4 Nos.
- Copper Plate earthing

- All the wiring should be of 3/20 copper wire for computers and lights etc. and 7/20 for air conditioner, server and UPS.
 - A 6 way MCBDB for UPS boards and one for UPS.
 - Earthing wire should be of 1/18 copper wire.
 - Ceiling fans (1 in JSC & 1 in CSR) : 2 Nos.
- Provision for installing Air Conditioner unit at CSR
Capacity: 1.5 Ton with 4 KVA Voltage Stabilizer (For CSR)

Court complexes having Six to Nine courts.

Civil work

1. Counter with aluminum grill with glass : 2 Nos.
 - Aluminum window made out of standard aluminum extruded sections of medium weight, fully fixed as per design complete with 5mm thick Plain glass foxed with EPDM gaskets over fabrication over aluminum grill of 6 Square bars @6" c/c both ways.
 - P/F 19 mm thick white marble top counter with edge molding
 - Letters and logo of approved shade and pattern.
2. Aluminum partition with door is to be provided to enclose an area of 100 Square feet out of bigger available space if require.
3. Painting of the room including door, windows and grills. Distemping with oil bound washable distemper of approved brand and manufacturer for giving an even shade (two or more coats)
4. Almirah-P/F up to 600mm deep wooden cabinet, shutter with necessary fitting such as hinges, tower bolt, handle etc.
5. Venetian blinds for sun facing windows
6. Supply and installation of computer chairs as per approved make : 6 Nos.
(4 in JSC & 2 in CSR)
7. Supply and installation of computer tables as per approved make for CSR : 1 No.
8. Fire Extinguisher (For CSR) : 1 No.
9. Air Conditioner (1.5) Ton with 4 KVA Voltage Stabilizer (in CSR) : 1 No.

Electrical

1. An Electrical board as defined at "D" (3 in JSR & 5 in CSR) :8 Nos.
2. Mirror Optic twin tube light fitting (2 in JSR & 4 in CSR) : 6 Nos.
3. Copper Plate earthing
4. All the wiring should be of 3/20 copper wire for computers and lights etc. and 7/20 for air conditioner, server and UPS.
5. A 6 way MCBDB for UPS boards and two industrial power points for Air Conditioner and one for UPS.
6. Earthing wire should be of 1/18 copper wire.
7. Ceiling fans (2 in JSR & 2 in CSR) : 4
Nos.Provision for installing Air Conditioner unit at CSR
- Capacity: 1.5 Ton with 4 KVA Voltage Stabilizer (For CSR) : 1 No.

Court Complexes having ten or more courts.

Civil Work

1. Counter with aluminum grill with glass : 3 Nos.
 - Aluminum window made out of standard aluminum extruded sections of medium weight, fully fixed as per design complete with 5mm thick Plain glass fixed with EPDM gaskets over fabrication over aluminum grill of 6 Square bars @6" c/c both ways.
 - P/F 19 mm thick white marble top counter with edge molding
 - Letters and logo of approved shade and pattern.

1. Aluminum partition with door is to be provided to enclose an area of 100 Square feet out of bigger available space if required.
2. Painting of the room including door, windows and grills. Distempering with oil bound washable distemper of approved brand and manufacturer for giving an even shade (two or more coats)
3. Almirah – P/F up to 600mm deep wooden cabinet, shutter with necessary fitting such as hinges, tower bolt, handle etc.
4. Venetian blinds for sun facing windows
5. Supply and installation of computer chairs as per approved make : 8Nos. (6 in JSR & 2 in CSR)
6. Supply and installation of computer tables as per approved make for : 1No CSR
7. Fire Extinguisher (For CSR) : 1 No.
8. Air Conditioner (1.5) Ton with 4 KVA Voltage Stabilizer (in CSR) : 2 Nos.

Electrical

1. An electrical board as defined at "D" (3 in JSR & 5 in CSR) : 8 Nos.
2. Mirror Optic twin tube light fitting (2 in JSR & 4 in CSR) : 6 Nos.
3. Copper Plate earthing
4. All the wiring should be of 3/20 copper wire for computers and lights etc. and 7/20 for air conditioner, server and UPS.
5. A 6 way MCBDB for UPS boards and two industrial power points for Air Conditioner and one for UPS.
6. Earthing wire should be of 1/18 copper wire.
7. Ceiling fans (2 in JSR & 2 in CSR) : 4 Nos.
8. Provision for installing Air Conditioner unit at CSR
Capacity : 1.5 Ton with 4 KVA Voltage Stabilizer(For CSR) : 1 No.

From

D.No.288/E.Com./2008
June 9, 2008

Matinder Kaur
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To

Shri S.D.Tak
The C.P.C. (Computerization) and Registrar (Classification)
High Court of Rajasthan
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Sir,

It is seen that while sending up estimates of expenditures for site preparation, the norms prescribed by National Informatic Centre have not been adhered to. The

areas required have been specified by the NIC and there is no need for preparing a site having double the area or even more, as seen done by some of the Courts. Taking note of the allocations of funds, it may not be possible to get cleared, expenditure for preparation at more than Rs.2.5 lakhs. Care may therefore be taken to ensure that the norms of NIC are adhered to and the estimates made realistic and commensurate with the amount mentioned above. Of Course, marginal variations may be cleared and funds provided, but then the variations have to be marginal.

Such estimates that adhere the norms prescribed would lead to prompt disbursement of money and as a consequence the court concerned will be brought quickly within the IT network. The estimate may take in the value of the furniture and the air condition to be provided. This letter is sent as instructed.

With regards,

Yours faithfully

Sd/-

(Matinder Kaur)